



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

CAPITAL PROJECTS ADMINISTRATOR
(CLASS CODE 4410)

ENTRANCE SALARY:

Range: \$88,344 - \$100,030*

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Highly responsible supervisory and administrative work involving the preparation of capital projects requests, coordinating the work of staff architects and capital projects; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) Three (3) years of supervisory experience in a job with duties and responsibilities equivalent to work with the City of New Orleans at the level of Senior Engineer (pay grade 66) which must have involved the preparation and/or monitoring of capital improvement projects.
- 2) A Bachelor's Degree in Architecture or Civil Engineering from an accredited college or university.
- 3) Possession of a current Louisiana Architectural License or registration as a professional engineer.

NOTE: Out-of-state licenses are acceptable. However, if appointed, the employee must obtain a license to practice architecture in the State of Louisiana during the probationary period. No probationary period may last longer than one (1) year.

Note: Original college diploma specifying degree, official college transcript, original license and/or proof of registration must be presented within two (2) weeks of application.

A special Capital Projects Administrator Work History Form must be completed and returned to the Civil Service Department within two (2) weeks of application.

*Hiring rate will be contingent upon an assessment of the candidate's superior qualifications as determined by a matrix of experience, education, licensing, special skills and achievements.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Note to Out of Town Applicants: Copies of college diploma/transcript specifying degree and copies of license and/or proof of registration are acceptable for application purposes; however, original documents must be presented in order to be hired.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is an original entrance examination.

Domicile requirements have been waived for this examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

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